



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 9

18 March 2008

Rear Property Book Operations and Procedures (G4-CPBO)

1. References

- a. Chapter 2, Table 2-2, AR 710-2, dated 8 Jul 05
- b. Chapters 2, 4, 5, 6, and 9, DA Pam 710-2-1, dated 31 Dec 97
- c. Chapter 2, AR 735-5, dated 28 Feb 05
- d. Appendix E and J, AIS Manual GCSS-A/T PBUSE End User Manual, dated 1 Jul 07
- e. CPBO External SOP, dated 1 Mar 07
- f. NJARNG Change of Command SOP, dated 5 July 2002

2. Purpose: Outline duties and responsibilities at each level of command/responsibility to ensure property accountability is maintained during the deployment of the NJARNG.

3. Responsibilities:

- a. Battalion Commander: Appoint, in writing, a Primary Hand Receipt Holder (PHRH) for each Rear Unit Identification Code (UIC) (i.e. WX5PHD, 50th IBCT (Rear)) 30 days prior to deployment (Title 10).
- b. MSC Commander: Approve appointments of all Rear PHRH's. Identify a rear PBO to account and manage all non-deploying UIC/DUICs. Coordinate with G4 office and USPFO for appointment order publication.
- c. MSC FTSS and S4 offices: Coordinate the change of PHRH/Command book checks and inventories. Validate each inventory upon completion.
- d. USPFO-NJ:
 - (1) Based on MSC Commander recommendation, appoint a Rear Property Book Officer (PBO) for each non-deploying UIC/DUIC.
 - (2) DODAAC Manager coordinates with J3-FIRO for validation and realignment of parent DODAAC for Class 2/4, 7 and 9 with non-deploying UIC/DUIC.
 - (3) Coordinate with G4, and CPBO to conduct Change of PHRH (Command) inventory book checks
- e. Rear PBO: Account for all left-behind equipment (LBE) in each UIC/DUIC that does not deploy.
- f. 50th IBCT PBO: NLT to 15 May 08 the following must transpire:
 - (1) Build all Rear UIC headers and authorizations
 - (2) Lateral Transfer all equipment to Rear UICs on DA Form 3161 to PBIC X Left Behind Equipment (LBE) TAC G.

- (3) Have deploying Commander sign LBE DA Form 3161s
- (4) Cut new Lateral Transfer for deploying equipment IAW 50th IBCT MEEL.
- g. Deploying Unit Commander/PHRH:

- (1) Provide the deploying PBO and Rear PBO an annotated PBUSE hand receipt identifying the equipment that will be deploying and what will remain as LBE, including the quantity, registration, and serial numbers for each Line Item Number (LIN).
- (2) Inventory both deploying equipment and LBE with Rear PHRH.
- (3) Verify and sign both PBUSE deploying and rear hand receipts.

h. Rear Unit PHRH:

- (1) Conduct 100% inventory of all LBE including installation property.
- (2) Sign PBUSE hand receipts, cyclic and sensitive item inventories for all LBE within first 30 days.
- (3) Prepare and sign assumption of command, sign the below property accountability/responsibility statement, prepare and sign DA form 1687 for each class of supply (2/4, 5, 7, 9 and CIF). If there's no commissioned officer, the PHRH will sign the below property accountability/responsibility statement:

"By authority of (indicate the Battalion Commander's PHRH Appointment Memo and date), I hereby assume direct accountability for all property on all PBUSE Property Book Identification Codes (PBIC). I further assume direct responsibility for all property not issued on hand receipt from the PBO or issued from USPFO for NJ."

- (4) Sign quarterly PBUSE printouts from Rear PBO.
- (5) Send all the above documents to G4 NLT 23 May 08.

4. PHRH Qualifications:

- a. Any officer/warrant officer.
- b. An enlisted person in the rank of sergeant (E5) or above, when appointment is approved by the MSC commander, when personnel cited in (a) above are not available. Within the Army National Guard (ARNG), the supply sergeant will not be the PHRH unless there is no Officer or NCO available.
- c. Temporary AGR or military technician employed within the NJARNG.
- d. Must be medically cleared with no pending unfavorable administrative actions. PHRH will remain in the position until another inventory is conducted.

5. Whenever possible, change of PHRH (Command) book checks will be scheduled 45 days in advanced IAW DMAVA Change of Command SOP.

6. Once hand receipts have been validated by the newly assigned PHRH they will assume direct responsibility for all Government property for which he or she has receipted, and they must ensure that it is properly used and cared for, and that proper custody, safekeeping, and disposition are provided.

7. Point of contact for this bulletin is LTC Joseph Sarama, Chief Supply Management Division 609-562-0272 or CW4 Guy Remig, G4 QM Policy Action Officer (609) 562-0137.

OFFICIAL:

A handwritten signature in dark ink, appearing to be 'JJG', enclosed within a hand-drawn oval. A long horizontal line extends from the right side of the oval.

JAMES J. GRANT
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

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